



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town

CHARTERED 1749 INCORPORATED 1961

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TO: Town Council
FROM: Debi Sandlin, Director of Economic Development
DATE: October 11, 2011
RE: Department of Community & Economic Development September Staff Report

ECONOMIC DEVELOPMENT

SUMMARY

During the month of September, staff spent a considerable amount of time working on and preparing the B1, B2 and Flex Business/Office Text Amendments to the Towns Zoning Ordinances for the Council's consideration. Staff met with several property owners as well as members from Grace Church to explain what the changes would mean, and to assure existing businesses these changes would not impact their current operations and that they would be able to continue to operate as they currently do in the Town.

WORKPLAN UPDATE

ECONOMIC DEVELOPMENT STRATEGIC PLAN

The Economic Development Advisory Group is finalizing the surveys for the internal and external focus groups we will be holding to gather input to provide us with guidance as we start crafting the Economic Development Strategic Plan.

GOVERNMENT CONTRACTORS JOB EXPO

The Economic Development Advisory Group is finalizing the details for the upcoming Government Contractors Job Expo scheduled for Wednesday, October 26th from 4 to 7 pm. The Expo will also include three workshops focusing on (see attached information flyer)

1. How to work a Job Fair - presented by the Prince William Chamber of Commerce
2. Marketing Yourself – Presented by the Prince William Skill Source Group
3. Preparing for the Interview - Presented by the Prince William Skill Source Group

Each workshop will be held two times to provide the job seekers the opportunity to attend all three.

The Expo is being hosted by AMERICAN SYSTEMS at their Conference facility located in the Pointe Center building at 3600 Pointe Center Road.

Armed Forces Services and Chenega CTI have both signed on as sponsors for the Expo.

FALL FESTIVAL EXTRAVAGANZA

Staff also continued to work on planning the upcoming October 22, 2011 Fall Festival Extravaganza. This year's festival will be held at Garrison Park.

As of this report we have 33 artists and crafters registered to participate, three wineries and four food vendors. The wineries include, Potomac Pointe Winery, Rappahannock Cellars and Unicorn Winery. We also have "CigarVolante" participating as well.

We are also happy to announce we have secured the following sponsors for the Fall Festival Extravaganza:

- Curtis Property Management, LLC is the naming sponsors
- The Dumfries Business Association
- Herbert and Burke Bank
- Stephen Bamberg

HOLIDAY PARADE

Staff is continuing to work on the planning and logistics for the Holiday Parade. With the recent hiring of Cydney Neville as the Town's new Director of Community Services, the planning for the Parade will now be handled by Cydney.

MEETINGS

The Director participated in the following meetings:

1. Staff facilitated the Historical and Cultural Resources committee meeting for the Comprehensive Plan update.
2. The Director attended the Ribbon Cutting for Chenega CTI, a new defense contracting company that opened their Security Operations in the Town.
3. Staff facilitated two separate joint Land Use/Transportation Committee meetings as part of the update to the Comprehensive Plan.
4. Staff met with John Foote and Marian Harders from Walsch, Colluci and Lubeley, the Land Use Attorneys representing Mr. Singh for the proposed Town Center project on Main Street.
5. The Director met with Phil Newell, Aide to Delegate Torian to discuss the HUBZone status of the Town. Delegate Torian has offered to help take the lead in reaching out to the appropriate Federal representatives to start a dialog on the criteria used to determine the HUBZone designations for smaller Towns and Cities.
6. The Director planned and facilitated the Economic Development Advisory Group meeting.

7. The Director along with the Town Manager met with Pastor Grier from Grace Church to discuss the changes to the B1 District.

BOARDS AND COMMISSIONS

PLANNING COMMISSION

The Planning Commission's September meeting included a presentation by John Foote from Walsch, Colluci and Lubeley on Mr. Singh's proposed Town Center project.

The Planning Commission also held a Public Hearing on Reliable Tires request for a CUP for tires sales, repair, used car sales and office for a towing company. No one spoke for or against the request for the CUP. The Planning Commission voted to recommend approval by Town Council with the following conditions:

- All automobiles or trucks waiting for service or repair, when not inside a work bay, shall be placed in a marked parking space conforming to section 70-13.
- Vehicle lifts and pits, dismantled and wrecked vehicles and all parts and supplies shall be located inside a building enclosed on all sides and all repair and servicing of all vehicles shall be conducted in a building enclosed on all sides.
- This approval includes an office for a towing company. At no time will tow trucks or vehicles that have been towed by the company be parked onsite except when the vehicle has been towed to the lot specifically for maintenance otherwise approved as part of this conditional use permit.
- Vehicles awaiting maintenance, if damaged or unsightly, will be stored behind the building and away from other uses on the property.
- Any changes to the lighting plan for the property will include a zero-cutoff at the property lines to avoid light encroaching on neighboring properties.
- Any additional structures erected on the site for storage of automobile parts will be built at least 25 feet from the adjacent residential properties.
- This approval will expire 5 years from the date of approval, with the opportunity for the applicant to re-apply for and extension of the conditional use permits with separate expiration dates and possibly additional conditions imposed at that time. Any changes to the Zoning Ordinance in the meantime shall not further prohibit the vested rights of this use, nor the ability of the applicant to continue to apply for additional conditional use permits to use the property in the manner described herein.

BOARD OF ZONING APPEALS

The September BZA meeting focused on training and identifying areas the BZA were interested in learning more about. Christine Sanders, the Town Attorney attended the meeting to explain the standards for evaluating for variances.

ARCHITECTURAL REVIEW BOARD

The ARB worked on their FY12 Work Plan and determined they will focus their efforts on developing the design guidelines for the commercial side of the Historic District.

TOWN PLANNER/ZONING ADMINISTRATOR SUMMARY OF ACTIVITIES

During the time period of September 1st through September 30th, David Moss worked with residents, businesses and developers on either issuing permits, discussing pending permits, applying for permits and notifying businesses of violations that need to be addressed.

MEETINGS ATTENDED

The Town Planner/Zoning Administrator attended or participated in the following meetings:

1. The Town Planner / Zoning Administrator attended and presented at the Town Council meetings on September 6 and September 20, 2011. The Town Planner / Zoning Administrator attended and helped facilitate the Planning Commission public hearing and meeting on September 12, 2011. The Town Planner / Zoning Administrator attended and facilitated the Board of Zoning Appeals meeting on September 21, 2011. The Town Planner / Zoning Administrator attended the Architectural Review Board meeting on September 13, 2011.
2. The Town Planner / Zoning Administrator added to and amended the staff report for the Zoning Text Amendments. The Town Planner / Zoning Administrator worked with the Town Attorney on adjustments to the proposed Zoning Text Amendments to respond to concerns of citizens and property owners voiced during the public hearing, and edited the proposed amendments. The Town Planner / Zoning Administrator met with various property owners regarding the effects of the Zoning Text Amendments on their properties.
3. The Town Planner / Zoning Administrator attended meetings of all three Comprehensive Plan update subcommittees: Historic & Cultural Resources, Land Use, and Transportation.
4. The Town Planner / Zoning Administrator worked with several members of Town Staff and former Town Manager Kim Alexander to write, complete, and submit the CDBG Grant application to Prince William County. The Town Planner / Zoning Administrator met with the subcommittee for the planning and programming of Ginn Memorial Park.

5. The Town Planner / Zoning Administrator accepted a rezoning application from an applicant for 17650 Possum Point Road from JJ Capital One LLC. The Town Planner / Zoning Administrator met with various property owners who received violation notices for their properties, and worked with them on the processes for abating those violations. The Town Planner / Zoning Administrator met with a property owner and his land use planner regarding a nonconforming use verification and modification.
6. The Town Planner / Zoning Administrator issued 4 occupancy permits for offices, an occupancy permit for a café/bakery, 3 home occupations certificates, 2 temporary use permits, 1 approval for a shed, and 1 temporary banner.

Violations and Status Update Report for September 2011

Signs	3 façade signs	Certified mail returned unclaimed - need to find another way to serve notice to tenant responsible
Signs	Tires & Rims	
Outside storage	Disabled vehicles	
Parking	Vehicles not in marked spaces	
Use	Expansion of nonconforming use	
Use	Development of property without approved site plan	Certified mail returned unclaimed - need to find another way to serve notice to tenant responsible
Signs	Banner signs	violation abated
Signs	Popsicle signs	Certified mail receipt not yet returned - waiting for receipt and compliance period to end
Signs	Multiple façade signs	Applicant has applied for sign permit for maximum allowable area of façade signage, will comply by taking down others
Signs	Sandwich board sign	Certified mail receipt returned - waiting for compliance period to end
Signs	Banner	
Signs	Freestanding sign	Certified mail receipt not yet returned - waiting for receipt and compliance period to end
Use	Tow Trucks on property	
Signs	Banner	
Signs	Freestanding signs	Certified mail receipt not yet returned - waiting for receipt and compliance period to end
Signs	Sandwich board sign	violation abated
Signs	Poster board signs	Certified mail receipt returned - waiting for compliance period to end
Signs	Banner	Certified mail receipt returned - waiting for compliance period to end
Signs	Poster board sign	